

How to Register on the Mobility-Online portal

Dear students,

These are step-by-step instructions on how to register with the International Office of the University of Bonn for your Erasmus studies abroad.

If you have questions on your Erasmus stay abroad, please contact your Departmental Erasmus Coordinator.

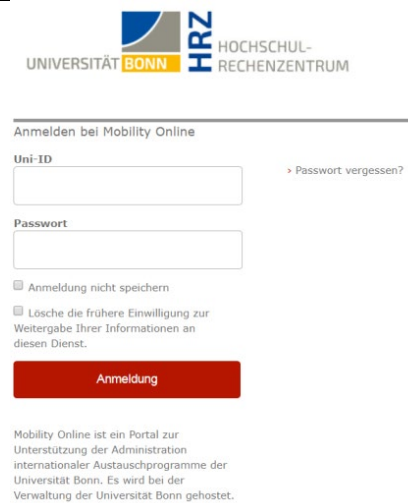
In case of technical issues, please contact outgoings-assist@uni-bonn.de.

If you have questions on how to register, please read these instructions first. As the International Office processes a high number of registrations (more than 500) at once, **individual questions can only be answered if they are not addressed in the instructions.**

In case you are re-registering for another mobility, please do **not** log into your already existing account but use the link to the online form provided below which you then fill in and send off (like the first time you registered for a stay abroad).

Once you sign in to your account later on you will have the option to choose which one of the different mobility-registrations you want to see and edit (depending on the year of study and exchange programme).

Step 1: Login on the Mobility-Online home page



- ✓ Log in with your **Uni ID** and respective **password** at:
https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en

or click the link on the Erasmus website.

- ✓ Accept the terms of use and transmission of information.
 (If you have logged in via the single sign-on system Shibboleth before, e.g. on the ULB website, you can skip this step)

Step 2: Enter your information to register online

- ✓ Please carefully complete the online form. The International Office will process your information as provided in the online form. **Please note the provided info texts in the form or under the inserted question mark symbol.**
- ✓ If you cannot submit your registration form, look for an **error message at the top of the form.**
- ✓ After submitting your registration, you will receive an email that is automatically generated by the Mobility-Online portal: *"Erasmus: confirmation of your registration and further steps"*, sent by noreply.erasmus@uni-bonn.de.

Use the link in that email to log into the Mobility-Online portal and complete your personal information. **The link leads to the following page.**

Click **LOGIN** to return to the original HRZ input screen.

Bitte melden Sie sich direkt mit Ihrer Uni-ID und dem dazugehörigen Passwort im Mobility Online-Portal an.
log into the Mobility Online-Portal with your Uni-ID and your corresponding password.

- ✓ If you did not receive said email (please also check your spam folder!), follow this link: <https://mobility-international.uni-bonn.de/mobility/SOPCheckOIOSAMLServlet?identifier=BONNO1&sprache=en> to get back to the original input screen.

If you have issues with the registration link, try opening the link in another browser or restarting the original browser.

Step 3: Complete your personal information in your Mobility-Online account

Applicant details

Family name: SarahweltweitTest	Field of study: English Studies - ANGLI	Type of mobility: Student
First name: Test	Host country: Israel	Student ID number: 12345
Date of birth (dd.mm.yyyy): 01.01.1990	Host institution: IL TelAviv01 - Tel Aviv University	ESI (European Student Identifier)
Country of home university: Germany	Beginning of your studies abroad: 01.10.2022	
Home university: D BONNO1 - University of Bonn	End of your studies abroad: 30.03.2023	

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Online Application	<input checked="" type="checkbox"/>	10.08.2022		Show/edit application
Online registration confirmed via email	<input checked="" type="checkbox"/>		Automatically generated	
Online application successful	<input checked="" type="checkbox"/>			
Complete personal information	<input type="checkbox"/>			Personal information
Certificate of enrollment	<input type="checkbox"/>			
Complete your registration	<input type="checkbox"/>			

Click "Personal Information" to complete your personal information and continue your online registration.

- ✓ After entering your information, press [Update personal details](#). You will receive the following notification after correctly entering your information:

Aktion erfolgreich durchgeführt!
Ihre Personenstammdaten wurden erfolgreich angelegt.

[Zurück zur Übersicht](#)

- ✓ Click [Back to the application workflow](#) to get back to the Overview menu to check your registration progress.

Step 4: Complete your online registration

Registrierungsphase	Done	Date	By	Link
Online-Anmeldung	<input checked="" type="checkbox"/>	08.03.2017	Tina Beispielmann	Anzeigen/Ändern der Anmeldung
Bestätigungs-E-Mail über online-Anmeldung erhalten	<input checked="" type="checkbox"/>	08.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	<input checked="" type="checkbox"/>	08.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	<input checked="" type="checkbox"/>	08.03.2017	Tina Beispielmann	Angaben zur Person
Registrierung vervollständigen und abschließen	<input type="checkbox"/>			Abschluss der Registrierung
Online-Registrierung abgeschlossen	<input type="checkbox"/>			

Click here to complete your registration.

- ✓ After completing all the boxes in the registration form, please check "Complete registration" and save the form.

- ✓ This step completes your registration for your Erasmus studies abroad. Once your registration is completed, all steps will be checked green in the Mobility-Online portal.

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link
Registrierungsphase				
Online-Anmeldung	<input checked="" type="checkbox"/>	10.03.2017	Tina Beispielmann	Anzeigen/Ändern der Anmeldung
Bestätigungs-E-Mail über online-Anmeldung erhalten	<input checked="" type="checkbox"/>	10.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	<input checked="" type="checkbox"/>	10.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	<input checked="" type="checkbox"/>	10.03.2017	Tina Beispielmann	Angaben zur Person
Registrierung vervollständigen und abschließen	<input checked="" type="checkbox"/>	10.03.2017	Tina Beispielmann	Abschluss der Registrierung
Online-Registrierung abgeschlossen	<input checked="" type="checkbox"/>	10.03.2017	Tina Beispielmann	

- ✓ After completing your registration, you will receive a **confirmation via email with information on further proceedings.**

You do not need to print your online registration PDF or have it signed by your Departmental Erasmus Coordinator.